

# Universal Charter Schools Staff OWA Email Access Policy

## **Purpose:**

To establish guidelines for Universal Companies employees on the management of computing technologies, ensuring that use of these technologies by employees of Universal Companies to comply with user's job responsibilities. Employees and their respective Manager are jointly responsible to insure compliance with this policy. The policy applies to all employees when they are using computers or Internet connections supplied by Universal Companies whether or not during work hours, and whether or not on Universal Companies premises

Staff throughout our charter schools expressed concern about which email account should be used for accessing email. This situation occurred because personal and self made email accounts were created or distributed in the past. Some were used for assigned programs and we are not asking that you discontinue these. The policy is to inform you that these and other email accounts are not to be use when dealing with company affairs. This policy is meant to clear up the confusion of which email address is to be used.

Please keep in mind your email should not be used as a means of documenting history or an information store server. If you chose to use it in this matter keep in mind, each mailbox has a default space limit, once this limit is reached you see receive a message will appear on screen notifying you that you can no longer send or receive emails, you have reached your quota, please delete some emails to free up space. Also Mandatory Deleted and Junk Mail boxes will clear themselves every 30days. Make sure when you delete mail it is mail you no longer require.

So effective immediately, the universalcompanies.org email is to be used for all email blast of company information, like events, projects, lessons, Newsgroups, and announcements but most importantly for the company to distribute and to implement online educational tools.

Every employee has been assigned a universalcompanies.org email account. If by some chance you have not, notify the Technology Department by utilizing the Help-Desk Website.

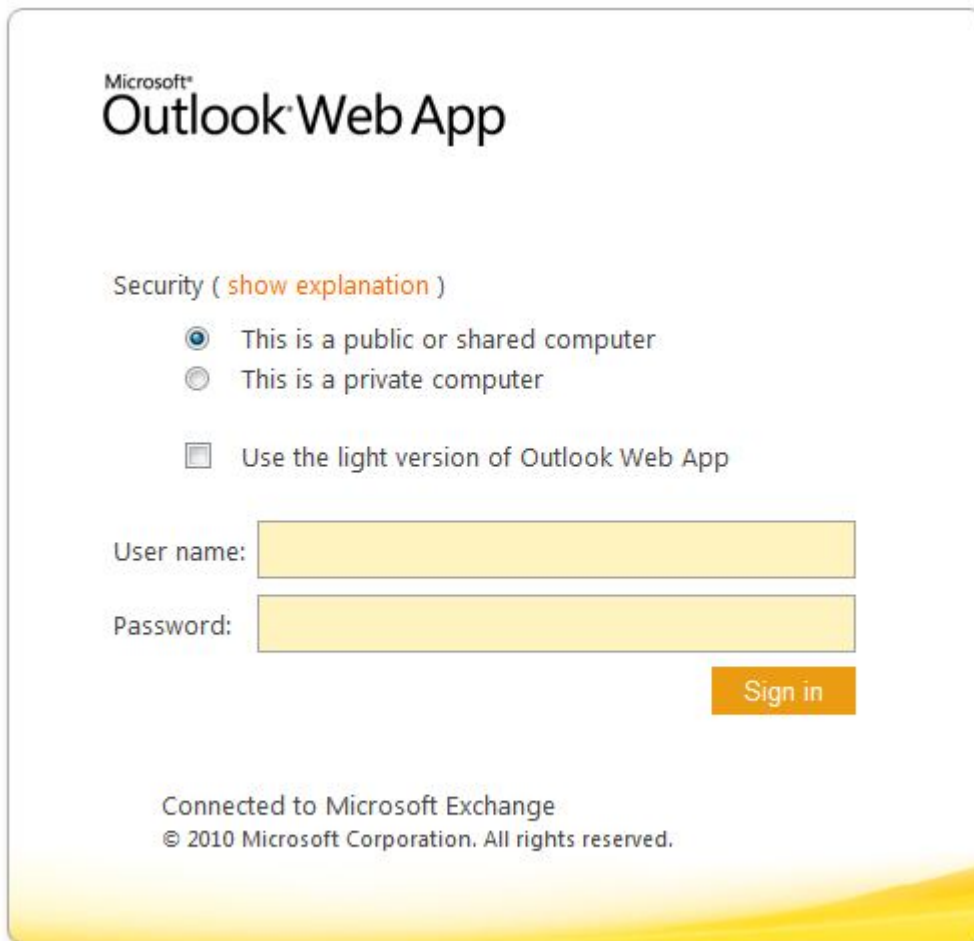
<http://www.universalcompanies.org/IT> or call **215-546-1880 ext.: 2132** or **267-707-7178** and you will be added immediately.

The teachers at Bluford, Daroff, Vare, Audenreid and UICS have been setup to access their emails via there laptops. If you do not own a laptop attached to this policy are instrutions on how to access your email accounts on and off site through a web browser.

## How to Access your Universal OWA account on the Web

Open a browser in the address bar type in the following  
<https://webmail.universalcompanies.org/exchange>  
And a login prompt will appear.

See Fig 1.



The screenshot shows the Microsoft Outlook Web App login interface. At the top left is the Microsoft logo and the text "Outlook Web App". Below this is a "Security" section with a link to "show explanation". There are three radio buttons: "This is a public or shared computer" (selected), "This is a private computer", and "Use the light version of Outlook Web App" (unchecked). Below the radio buttons are two text input fields: "User name:" and "Password:". To the right of the "Password:" field is an orange "Sign in" button. At the bottom, it says "Connected to Microsoft Exchange" and "© 2010 Microsoft Corporation. All rights reserved."

Fig 1

In the User Name box type your username -----  
In the Password box type you're Password -----  
Password is case sensitive.

Then click okay. See Fig 2.

Microsoft®  
Outlook® Web App

Security ( [show explanation](#) )

This is a public or shared computer

This is a private computer

Use the light version of Outlook Web App

User name:

Password:

[Sign in](#)

Connected to Microsoft Exchange  
© 2010 Microsoft Corporation. All rights reserved.

Fig 2.

You should now have access to your universal email account  
When your done the log out button is to the right under play icons  
See Fig 3.

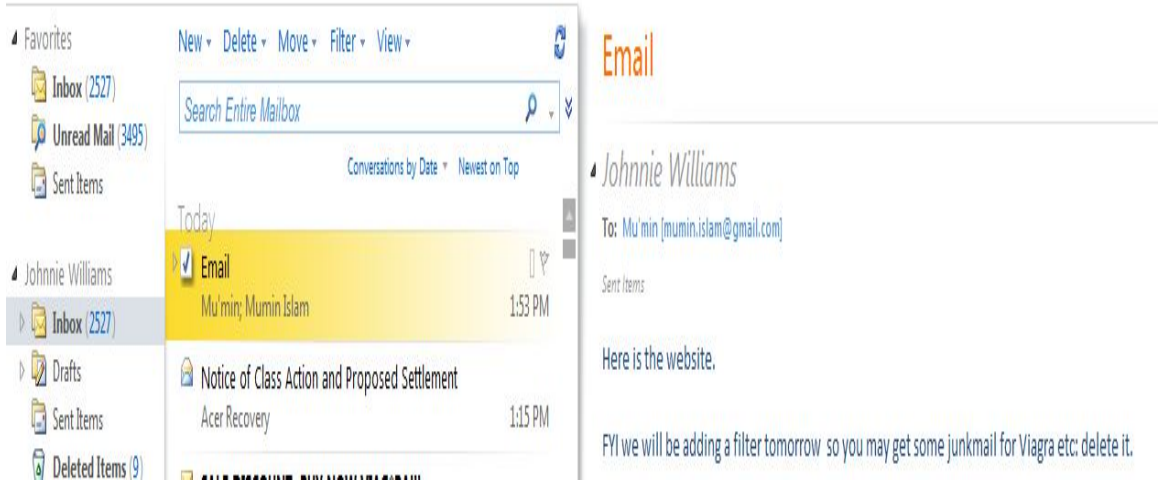


Fig 3.

Your done, any questions feel free to call the technology department at 215-546-1880 Ext: 132 or email [helpdesk@universalcompanies.org](mailto:helpdesk@universalcompanies.org) and the issue will be addressed and resolved.

Thank you for your cooperation.